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Chaplain

PROFESSIONAL DEVELOPMENT

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This instruction implements AFD 52-1, *Chaplain Service*. It directs and outlines responsibilities in the Chaplain Service for professional development that ensures Air Force Chaplain Service personnel are fully trained and qualified to meet mission requirements. Any organization may supplement this volume. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1. Organizational Responsibilities.

1.1. Office of the Chief of the Chaplain Service (HQ USAF/HC). Develops and implements policy for professional development of Chaplain Service personnel under 10 U.S.C. 8067 (h).

1.2. Plans and Programs Division (HQ USAF/HCX). The Division Chief, Plans and Programs develops plans and programs in response to the vision and mission of the Chaplain Service to ensure readiness through professional development. Serves as a member of the Air Force Education Review Board (AFERB). Oversees all professional education and training programs for members of the Chaplain Service. Provides functional direction of the Chaplain Service Institute. Plans, programs, and budgets for professional development.

1.2.1. Professional Programs Officer. Serves as the Academic Specialty Monitor (ASM) on the AFERB Working Group. Advises the Chief HX regarding development and implementation of education and training programs.

1.2.2. Professional Plans Officer. Advises the Chief HX regarding planning, programming and budgeting of professional development initiatives. Monitors and manages expenditures.

1.2.3. Chaplain Service Institute (CSI). Develops and implements HQ USAF/HC education and training programs under the direction of the Chief HX. Develops and implements HQ

USAF/HC mission resource support under the direction of the Chief HCX. As a school of the College of Professional Development (CPD), CSI reports to the CPD commander.

1.2.3.1. Develops all Chaplain Service course content and design under the direction of AFS 52R and 5R0 Air Force Career Field Managers (AFCFM).

1.2.3.2. Conducts professional development courses.

1.2.3.3. Identifies professional requirements and provides resources supporting Chaplain Service mission accomplishment.

1.3. HQ AETC/HC. Coordinates education and training for the Chaplain Service as directed by HQ USAF/HCX. Identifies Chaplain Service education and training requirements based on MAJCOM-FOA-DRU-NGB/HC inputs. Submits a trend analysis and proposed strategies addressing requirements to HQ USAF/HCX during the month of March each year.

1.3.1. Advises MAJCOM-FOA-DRU-NGB/HC in development and implementation of command specific education and training programs, ensuring maximal outcomes while minimizing duplication of efforts. Ensures communication and coordination with HQ USAF/HCX regarding all professional development programs above the Wing level.

1.4. MAJCOM-FOA-DRU-NGB/HC. Consolidates and analyzes education and training requirements, deficiencies and trends based on inputs from lower echelons; reports annual summary to HQ AETC/HC no later than 31 January. Coordinates with HQ AETC/HC before developing HC initiated command-specific professional development programs.

1.5. Chaplain Service Council (CSC). The CSC provides recommendations regarding the professional development of Chaplain Service personnel and the personnel requirements to meet mission needs. The CSC meets biannually in the spring and fall, and additionally at the discretion of the Chief of the Chaplain Service.

1.6. Executive Advisory Board (EAB). The EAB, chaired by the Deputy Chief of the Chaplain Service, is comprised of the command chaplains of HQ ACC/HC, HQ AETC/HC, and HQ AMC/HC. It is the principle advisory body to the Chief of the Chaplain Service on matters of professional development. The EAB meets biannually in conjunction with the CSC, and additionally at the discretion of the Chief of the Chaplain Service.

1.7. Chaplain Personnel Management Division, HQ AFPC/DPAH. Implements the assignment process for chaplains as directed by the Chief of the Chaplain Service to meet mission requirements, to facilitate professional development of individual chaplains, and to ensure opportunities for chaplain career progression are managed with fairness, justice and equity. Provides the CSC with assignment data as required.

1.8. WG/HC. Pursues professional development opportunities for Wing staff in response to local needs assessment. Identifies education and training deficiencies and future requirements and provides input to MAJCOM-FOA-DRU-NGB/HC annually.

1.9. Chaplain Service Career Field Managers. The AFS 52R and 5R0 AFCFMs staff all aspects of education and training programs and report directly to HQ USAF/HC.

2. Programs. Programs include resident courses at the Chaplain Service Institute, distance learning, distributed learning, mobile teaching teams, graduate education, clinical training, internet based learning, and conferences, symposiums, and retreats.

2.1. Formal Chaplain Education. Course descriptions, content, and prerequisites are found in Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*.

2.1.1. Basic Chaplain Course (BCC). Clergy accessed into the Chaplain Service must successfully complete BCC for award of the 52R3 Air Force Specialty Code (AFSC).

2.1.2. Intermediate Chaplain Course (ICC). Chaplains must attend ICC after completing eight years, but before completing twelve years, of Chaplain Service ministry.

2.1.3. Wing Chaplain Course (WCC). Chaplains selected for assignment as Wing Chaplain must complete WCC.

2.1.4. Career Field Education and Training Plan (CFETP). The 52R CFETP contains requirements for career progression.

2.2. Formal 5R0 Training. Course descriptions, content, and prerequisites are found in AFCAT 36-2223.

2.2.1. Chaplain Service Support Apprentice Course. All 5R0 personnel attend this initial skills training for award of the 3-skill level.

2.2.2. Chaplain Service Support Craftsman Course. Mandatory for award of the 7-skill level.

2.2.3. 5R0 Career Development Courses (CDC). Mandatory for the award of the 5 and 7 skill levels, respectively.

2.2.4. CFETP. The 5R0 CFETP contains requirements for career progression.

2.3. Continuing Education. Authorized for Chaplain Service personnel professional development.

2.3.1. Professional Continuing Education (PCE). Chaplain Service personnel attend PCE programs to enhance professional competencies.

2.3.2. Staff Continuing Education (SCE). SCE programs provide education and training for chapel staffs (Chaplain Service personnel, auxiliaries, contractors, lay leaders, volunteers, and others augmenting the program).

2.3.3. Conferences. Conferences are designed for specific groups to meet professional development requirements affecting Chaplain Service mission accomplishment.

2.3.4. Symposiums. Symposiums address specific issues or topics affecting Chaplain Service mission accomplishment.

2.3.5. Retreats. Retreats provide spiritual growth, development, and renewal opportunities.

2.4. Specialized Education. Chaplains must fulfill the service commitment incurred from participation in a specialized education course before they are eligible for another specialized education course selection.

2.4.1. Chaplain Graduate Education (AFIT). Chaplains are selected to attend graduate education programs to develop specific subject matter expertise.

2.4.2. Clinical Pastoral Education (CPE). Chaplains are selected to attend CPE programs to develop specialized ministry skills.

3. Ecclesiastical Requirements. Chaplains fulfill continuing education, proficiency and communication requirements as directed by their denominations and endorsing agencies. Permissive TDY is authorized for this purpose in accordance with AFI 36-3003.

4. Professional Development Assignment Procedures.

4.1. Assignment Restrictions. Chaplains completing a specialized education program (AFIT and CPE) or PME in residence are ineligible for subsequent assignment to attend a specialized educational program or in residence PME for a period of 36 months commencing the date of educational program completion.

4.2. Specialized Educational Programs (See para 2.4). Each spring CSC chaplains receive a comprehensive overview from HQ USAF/HCX regarding the requirements and content of Chaplain Service specialized educational programs planned for the upcoming fiscal year. CSC chaplains subsequently evaluate and submit qualified chaplains within their area of responsibility; they prepare a rank-ordered list of nominees with narrative recommendations (no less than 1 but no greater than 3 per educational program). In the fall, the EAB reviews mission requirements and nominees. They deliberate the selection of chaplains to attend educational programs. The EAB session concludes with a briefing of recommendations to the Chief of the Chaplain Service. The Chief of the Chaplain Service approves educational program selections for implementation by HQ USAF/HCX and AFPC/DPAH.

4.3. Wing and Staff Officer Chaplains. Each fall CSC chaplains receive comprehensive briefings from AFPC/DPAH regarding: 1) upcoming vacancies in Wing Chaplain and staff officer positions, and 2) results of the Wing Chaplain/MAJCOM Records Review. In joint session with AFPC/DPAH, they:

4.3.1. Discuss specific requirements and unique considerations for each assignment.

4.3.2. Prepare a list of chaplains eligible for assignment as Wing Chaplains and staff officers with recommendations for selection or non-selection during the upcoming assignment cycle.

Subsequently, the EAB reviews and by consensus develops recommendations for the assignment of Wing Chaplains and staff officers consistent with Chaplain Service mission accomplishment and intentional career progression of individual chaplains. The EAB session concludes with a briefing of recommendations to the Chief of the Chaplain Service. Final approval of Wing Chaplain and staff officer assignments is made by the Chief of the Chaplain Service and is implemented by AFPC/DPAH.

5. Forms Adopted. Use AF 847, *Recommendation for Change of Publication*, for comments and suggested improvements.

LORRAINE K. POTTER, Chaplain, Brigadier General
Chief of the Chaplain Service

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFCAT 36-2223, *USAF Formal Schools*

AFI 52-101, *Chaplain Service Planning and Organizing*

AFI 36-3003, *Military Leave Program*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

AFPD 52-1, *Chaplain Service*

United States Code, Title 10, Sec 8067(h), *Designation: Officers to Perform Certain Professional Functions*

Abbreviations and Acronyms

AFCFM—Air Force Career Field Manager

AFERB—Air Force Education Review Board

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFS —Air Force Specialty

ASM—Academic Specialty Monitor

BCC—Basic Chaplain Course

CDC—Career Development Course

CFETP—Career Field Education and Training Plan

CPD—College of Professional Development

CPE—Clinical Pastoral Education

CSC—Chaplain Service Council

CSI—Chaplain Service Institute

DRU—Direct Reporting Unit

EAB—Executive Advisory Board

FOA—Field Operating Agency

ICC—Intermediate Chaplain Course

MAJCOM—Major Command

NGB—National Guard Bureau

PCE—Professional Continuing Education

PME—Professional Military Education

SCE—Staff Continuing Education

USC—United States Code

WCC—Wing Chaplain Course